



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

December 5, 2012

Notice of 2013 Attorney Renewal Process and Deadlines

In order to comply with Local Rule 701.2.b, members of this bar wishing to maintain active status are required to periodically renew their memberships. As of January 1, 2012, all active members of the bar must now renew their memberships electronically through CM/ECF. As before, active attorneys are eligible for renewal every six years and the renewal fee is \$60. However, we will no longer accept renewal applications or payment by mail or at the intake counter.

2013 Attorney Renewal Calendar	
May 13	Renewal Notice (sent via email to last names A-I)
June 3	Renewal Notice (sent via email to last names J-Z)
July 1	Renewal Deadline
August 1	Late Notice (sent via email)
September 30	Final Renewal Deadline*
October 18	Non-Renewing Attorneys Moved to Inactive Status and CM/ECF Accounts Deactivated

If you are due to renewal in 2013, are an active member of our bar, and have registered for CM/ECF, you will receive an email notification on or before June 3, 2013, with instructions for renewing your membership. You do not need to take further action at this time. We encourage all attorneys to continue to maintain current contact information—particularly email addresses—in CM/ECF. If you need to update your information, instructions are available [here](#).

If you are an active member of our bar and are not registered for CM/ECF, you must register as a CM/ECF user by May 1, 2013, in order to receive your 2013 renewal information. Registration is free and instructions are available [here](#). If you are not interested in retaining an active membership in our bar once your current membership period expires, you do not need to register and your membership will automatically move to inactive status at the time you normally would be due to renew.

If you have any questions about this process, please contact Jarrett B. Perlow, Chief Deputy Clerk, at 410-962-2600.

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* Attorneys who have not submitted a renewal by September 30 will need to request reactivation or reapply for admission, including paying the required fees. See Standing Order 2012-02 (<http://www.mdd.uscourts.gov/Misc/2012-02.pdf>).